

Cyngor Cymuned Trefriw Community Council

Mrs Sandra Jehu, Clerc a Swyddog Cyllid / Clerk and Finance Officer
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Cofnodion Mehefin 4 Cwrdd y Cyngor Minutes 4th June Meeting of the Council

Present / Bressennol Cllr d Sandham, Cllr M Jehu, Cllr L Williams
In attendance: S Jehu Clerk/ RFO. C.Cllr T Jones and 2 members of the public

Member of public issues:

M.o.P questioned the Council on action being taken to restore the Village Hall to use. Cllr D Sandam responded, also pointing out this was an agenda item. This provoked some discussion about the difficulties of locating the Agenda on the TCC website. Council agreed that a review of the website should be included in the next council meeting. Following reference to the difficulties posting information on the current TCC notice board, Clerk was asked to bring details of replacement options to the next meeting.

M.o.P invited representation from the Council to a community mapping workshop, a local parish churches initiative, taking place in the village on Friday 7th.

1. To confirm that a Quorum of elected members is present

Cadarnhau bod yr aelodau etholedig sy'n bresennol yn ffurfio cworwm

A quorum was confirmed by Cllr Sandham

2. Apologies / Ymddiheuriadau LG Act 1972 Sch12 par 40

Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoideb
To accept apologies and consider approving reasons for absence

Apologies were received from Cllr Porter and Cllr Lees. Council agreed that, in the absence of Cllr Lees Cllr Sandham should act as chair and Cllr Williams agreed to act as Vice Chair

3. Declarations of Interest / Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788

Datgan diddordeb personol ac ariannol yn y materion wedi eu rhestru isod
To disclose personal and financial interest in items of business listed below

All councillor present signed the appropriate document.

4. Minutes / Cofnodion LGA1972, Sch 12 par 40

To receive, approve and sign as a correct record the minutes of the meeting held on 7th May 2019

Minutes were agreed by all Councillors and signed by the Acting Chair

5. Chair's announcements / Cyhoeddiadau y Gadeiryn

Cllr Sandham stated that all issues were covered within the agenda

6. **Council to consider Application for Co-Option from Jasmine Kelly to become a Trefriw Ward Community Councillor**

Cllr Kelly was accepted for co-option. The Clerk witnessed the signing of the Councillors Acceptance of Office.

Clarification was sought regarding the legal requirements to be a Community Councillor. There was some discussion regarding the difficulty of accessing an application form via the website, and the impact this may have on potential applicants. Cllr Sandham proposed that further discussion regarding the website should be deferred as an agenda item for the next council meeting. Cllr Williams agreed to update Councillor details on the website.

7. **Correspondence / Gohebiaeth**

Correspondence May 2019

Items of correspondence for information distributed throughout the month as required to be noted

7.1 Invitation from Janet Finch-Saunders AM to meeting to discuss local road infrastructure
Clerk and Cllr Sandham to attend

7.2 Invitation to Chair to attend Penmaenmawr Town Council Civic Service
In absence of Chair invitation passed to Vicechair to respond

7.3 Email from One Voice Wales re model Informal Resolution Protocol and survey
Model Protocol to be included in July agenda for discussion

7.4 Email from Traffic Engineer re proposal for safety measures on the road in front of Tal-y-Bont School

7.5 Email Ela Williams CCBC re opportunity to update interpretation signs
Correspondence shared with Walker and Welcome, who had responded on behalf of TCC proposing replacement of board sited at top of Gower Road, opposite Woollen Mill.
Together with contact details for original designer.

7.6 Reminder from Firemaster re service of portable fire equipment village hall
Clerk waiting return phone call from engineer to confirm appointment for servicing

7.7 Notice of public consultation: Draft Supplementary Planning Guidance received from National Park Office
Clerk was advised by Council to copy and post on TCC notice board and website

7.8 Review of County Electoral Arrangements Final Recommendations received from Local Democracy and Boundary Commission for Wales
One copy of report in circulation between Councillors, Office copy retained by Clerk

7.9 Email re joint One Voice Wales and Planning Aid Wales Network event
Discussed at May meeting, when it was agreed that the Chair should attend. Cllr Sandham to confirm if booking had been made. C.Cllr Jones encouraged attendance from TCC.

7.10 Email Calor Rural Community Fund

Clerk was advised to share on website. Councillors to vote as individuals.

7.11 Email from BBC Wales News requesting council comment re removal of bins from sites near Snowdonia.

Clerk confirmed acknowledgment of receipt of message received as website contact.

8. County Councillor Report / Adrddiad-y-Cynghorydd Sir

A brief report from the County Councillor on matters of importance and interest to the community of Trefriw and Llanrhychwyn

C Cllr Jones verbally undated those present, and stated that, on this occasion he had not prepared a written report. The Clerk apologised for not including C Cllr Jones routinely in the TCC circulation list.

9. Financial / Cyllid : LGA 1972 Sch 12 par 41(1)

9.1 Council to discuss and question as required all financial transactions in Appendix 1
Council had no questions relating to Appendix 1 and the document was accepted.

9.2 Council to review breakdown of current budget and agree reallocations in response to need to complete Village Hall refurbishment

During April Budget setting, in January, no provision was made for Village Hall maintenance. At that time the extent of the damage to the floor had not been identified, and Councillors agreed to draw on reserves. Councillors discussed and agreed reallocation to reduce the need meet all expenditure for the refurbishment from the reserve

Category	Set Jan 2019	Revised June 2019
Salary clerk	7734	7734
Pension contribution	0	0
Office allowance	180	180
Travel expenses	300	300
Training	500	500
Stationary - office supplies	100	100
Postage	100	100
Translation	2500	0
website	0	0
subscriptions / memberships	270	270
Insurance	719	719
Legal costs	126	126
Audit fees	230	230
General village R&M	3880	880
Traffic calming	150	0
Cemetery maintenance	2586	2586
Cemetery development	2000	0
Footpath maintenance	875	875
Village hall R&M	0	7778
Village hall operational costs	1191	1191
Community grants	0	0
Community skips	2808	2880
Advertising	240	240
Local group donations	1000	800
National charity donation	200	200
	27689	27689

Agreed changes are detailed in the breakdown above, with reallocations highlighted.

9.3 Clerk to update Council over Internal Audit and Council to approve submission to External Auditors for completion of Audit 2018/2019

Clerk reported that she had met with the internal auditor that day to clarify some calculations and was expecting the audit to be completed and returned the end of the week. Council agreed that an extraordinary meeting should be called once the internal audit had been completed and returned.

9.4 Council to review donation requests received during the first six months of this year and agree responses.

3 requests have been received from local groups, which were reviewed and discussed by Councillors and the following donations agreed.

- Ysgol Tal y Bont and Ysgol Dolgarrog - £50
- Trefriw Community Gardens Group - £50
- Walkers are Welcome - £200

Following discussion regarding a verbal request received for funding for a water butt, utilising a down pipe from the Village Hall, Council resolved to purchase as locate as part of the Hall refurbishment.

10. Village Hall

10.1 Council to review advice received from planning officer

Email received from Planning Officer, following site meeting on 9th May, now held on file, confirmed that there were no issues with the replacement of the floor to the hall, including works required to the joists, skirting boards and lower level plasterwork. Also agreed by the Officer were proposals to upgrade the locks to the external doors and the heating system. Council had been advised to inform the planning office prior to commencing any work, to ensure that the office could deal with any calls from the public. In the light of the outcome of contact with the Planning Officer it was agreed that, for the time being, no further action would be taken to review the listed status of the Village Hall

10.2 Council to discuss and agree action to resume work to restore the village hall to operational use.

Council reviewed and revised the specification for the work to the Village Hall and instructed the Clerk to continue to contact recommended building companies to arrange site visits. Cllr Sandham confirmed that he would make himself available to meet with builders.

11. Village enhancement

11.1 Council to discuss and agree action in response to successful litter picking application and EAFRD funding application

Terms of acceptance, circulated in advance of the meeting, were reviewed and agreed by Council. Clerk was instructed to return signed letter of acceptance. Clerk confirmed that litter picking equipment had been collected and was now stored at her address.

11.2 Council to discuss and agree arrangements for siting donated slide in playpark

It was noted that all previous liaison with the M.o.P offering the donation and the Council had been undertaken by a former Cllr. Cllr Jehu and Cllr Sandham agreed to view the slide in its current location prior to making decision regarding the feasibility of its relocation.

11.3 Council to discuss and agree the provision of a bench in the dog field

A village resident has offered to donate an additional bench, to be located in the dog field. Cllr Williams, who agreed to act as liaison with the resident, confirmed that all costs would be met by the person making the donation. Council confirmed permission to proceed.

11.4 Clerk to update council on contact with Traffic Engineer

Clerk confirmed that the response agreed at the previous council meeting had been submitted to the Traffic Engineer, but that, to date, no further details regarding the review of parking restrictions was available.

12. Community Engagement and Interaction

12.1 Council to review contacts with Community Groups since previous meeting

It was noted that a number of Councillors had been actively involved in the recent Walking Festival. The success of the event organised by Walkers are Welcome was recognised by all present. There had been some concerns regarding parking in the turning circle by the playpark gates, which should be considered in future planning

12.2 Council to discuss and agree further action to be undertaken to enhance joint working relationships

Council discussed ways of increasing liaison with local groups. Cllr Kelly proposed that a role of Community Liaison/Outreach Officer should be developed, with a nominated Councillor attending local group meetings to build working relationships. Cllr Kelly volunteered to undertake the role and was unanimously accepted.

12.3 Council to commence planning for Christmas celebrations

Discussion deferred to next Council Meeting, due to meeting overrunning

13. Council to agree strategy to recruit a new Clerk.

Council formed a Staffing Committee, comprising Cllrs Sandham, Williams and Kelly, and agreed a closing date for applications of the end of June, proposing to interview week beginning 7th July. Cllr Williams advised the Clerk that documents revised by Council last year, at that time of the previous recruitment, should be reused. Clerk confirmed that contact details and dates would be updated as appropriate, prior to posting.

14. Next month's agenda

Councillors to present items for inclusion in next month's agenda

- Community engagement
- Christmas preparation
- Village hall repairs

15. To confirm that the next meeting of the Council will be at 7pm on Tuesday 2nd July, Function Room, Fairy Falls